



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

Headquarters, 14th Combat Engineer Battalion (Corps) (Wheeled)
Fort Lewis, Washington 98433

AFZH-CEF

29 June 2004

MEMORANDUM FOR Rugged Battalion Troopers

SUBJECT: Policy Letter #7 (Barracks Policies)

1. Reference I Corps Policy Statement #13, Leadership, Care for Soldiers and Families, Barracks Visitation and Command Visits to On-post/Off-post Quarters.

2. The barracks are the soldiers' home. The barracks and issued furniture are also the property of the U.S. Army and must be accounted for and maintained. There is a balance between the chain of command's responsibility to maintain the barracks and a soldier's expected right to privacy. Acceptable living conditions must be met while living in the barracks. Just as tenants in an apartment must keep their quarters in good order and respect others' property and common areas, so must soldiers that live in the barracks. The barracks must remain clean, functional, secure, and safe. As long as these standards are met, formal inspections will be minimal, visitation rights relaxed and fair, and life as a single soldier living in the barracks will be a positive experience.

3. Visitation Policy:

a. Visitors of soldiers are subject to the policies and regulations of this battalion. Soldiers assume full responsibility for the actions of their visitors. Visitors will be escorted at all times.

b. The SDNCO will maintain a Visitors' Book for registering all visitors: All visitors will sign in and out with the SDNCO, located in building 12821. The Visitors Book will record the following information; soldier's name, visitor's name, visitor's age, room number, time in, time out, SDNCO's name, and soldier's signature. Visitors will be held at the SDNCO desk until the soldier visited is present. The SDNCO will ensure both the soldier and their visitor(s) are briefed and understand the visitation and other barracks policies.

c. All visitors entering the barracks must be at least 18 years old and possess a valid photo ID card. Doors can be locked if the visitor approves and is 18 years of age or older. Visitors under the age of 18 are prohibited from visiting the barracks, unless approval is obtained in each case by the Battalion Commander or Battalion CSM.

d. Everyone living in the barracks will wear appropriate attire when in common areas and on the balconies during visitation periods. Unauthorized dress is any clothing or item that contains profanity or any suggestive or obscene language, slogans, drawings, or pictures. No see-through garments, to include undergarments, will be worn in common areas or on the balconies. Common courtesy will be extended to all guests in the barracks. Likewise, soldiers who bring in visitors, as well as the visitor, will be considerate to everyone living in the barracks.

e. Uninvited solicitation is prohibited - i.e., uninvited salesman, religious/private organization recruiters, etc. The SDNCO will be notified if unsolicited visitors are in the barracks area. If the unsolicited visitor does not leave, the SDNCO will call the MP's to eject them from post.

f. Visitors are not permitted to spend the night, live in the barracks, or abuse visitation privileges. This includes the use of facilities, like washers and dryers, intended for soldiers' use.

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g. Visitation Hours:

Monday - Thursday and Holidays when the next day is a workday	1700-2400
Sunday	0900-2400
Saturday and Holidays when the next day is a non-workday	0900-0200
Friday	1700-0200

4. **Inspection Policy.** The chain of command is charged to ensure proper living conditions are maintained in soldiers' room, government property is functional and accounted for, and barracks common areas are clean and functional.

a. Formal barracks room inspections like Rugged Assessment Inspections (RAI), Rugged Command Inspections (RCI), or Payday Inspections are announced weeks in advance. There will be minimal formal barracks room inspections. The chain of command may conduct additional formal inspections if RAI, RCI, or Payday standards are not met. Company Commanders are the approval authority for formal barracks inspections. Health and welfare inspections will be conducted semi-annually.

b. Informal barracks room checks will be conducted daily by the chain of command to ensure acceptable living standards, including cleanliness, security, functionality, and safety requirements/provisions are being met and government property is being cared and accounted for.

c. Common areas including latrines, washer/dryer rooms, dayrooms, and storage areas, **will be inspected daily!** I expect latrines to have toilet paper and paper towels available, all washers and dryers to function, garbage to be removed at least once a day, and all electrical and plumbing fixtures to work. Any item that does not function properly will be fixed or tagged and reported to the unit 1SG and R&U personnel. Platoon Sergeants are responsible for common areas in their platoon area. 1SGs are responsible for overall barracks appearance and maintenance, including outside police areas.

5. **Tobacco, Alcohol, and Drug Policy.** Soldiers who are 21 years of age or older may possess alcohol in the barracks. There is no "limit" on alcohol quantities that may be maintained, but alcohol may not be sold, nor may it be given or sold to those personnel under the age of 21. Soldiers subject to recall will not consume alcohol in such a way as to be impaired when reporting for duty (.05/100mg). The term "barracks" includes all troop living areas, common areas, and the police call areas of the battalion. Smoking is only permitted in a soldier's room or outside. Smoking is strictly prohibited in common areas, storage areas, common area latrines, and washer/dryer rooms. Any use, or association with the use, of illegal drugs, of any amount, will be handled under the provisions of the Uniformed Code of Military Justice.

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6. Miscellaneous.

- a. Pets of any type are prohibited. This includes reptiles and fish.
 - b. No floor plants or plants that may stain or damage the room are authorized.
 - c. Rooms may not be painted.
 - d. Poster/Displays. Soldiers may decorate rooms as they desire, provided decorations are not offensive or obscene based on race, gender, religion, national origin, or creed (improper material includes nudity, pro-drug, racist, extremist, gang-related material, or those depicting values that are incompatible with normal unit cohesion or the Army Values); additionally, nothing may be displayed that is in "bad taste" and could be construed as offensive to any other soldiers in the unit; roommates agree to the decor; arrangements comply with fire and safety rules; and no damage to rooms result. The only location for posters is the strip provided in each room. Items will not be taped to the doors or windows. Commanders determine acceptability.
 - e. There are no standard room arrangements. 1SG/platoon sergeants will approve all room arrangements.
 - f. Contraband items are prohibited. Examples include ammunition, personally owned weapons, pyrotechnics, nunchucks, racist or extremist group material, and flammables. When in doubt, ask!
7. Single soldiers living in the barracks are responsible adults and will be treated as such, as long as good order and discipline are maintained. Violators of these policies will be held accountable for their personal actions.

RUGGED!



MICHAEL W. BROBECK
LTC, EN
Commanding